



Attachment #4

Development Cost Charge Bylaw Update Policy

Policy Title:	Frequency of Development Cost Charge Updates	Council Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>
Prepared by:	Gwenda Sulem, Asset Management & Project Engineer	
Reviewed/Approved by:	Lisa Leblanc, Director of Engineering Services	
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Revised Date:	N/A	
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Purpose:

The purpose of this Policy is to provide direction to Engineering Department staff on the frequency of updates or amendments to the Development Cost Charge (DCC) Bylaw.

Definitions:

The Ministry of Municipal Affairs Best Practice Guide¹, recognizes two types of updates for the DCC Bylaw: minor updates and major updates.

Minor updates (Minor amendments) reflect changes in construction costs, land values, infrastructure master plans, and the status of government grants. Industry best practice is to complete minor updates every two years.

Major updates (Major amendments) involve a full review of DCC issues and methodology. Industry best practice is to complete major updates at least every five years, or as the conditions which form the basis for the bylaw change (e.g. OCP amendment).

Policy:

At minimum, staff will complete a review and advance *minor amendments* to the Development Cost Charge Bylaw every two years for Council consideration. The two year interval will be based on the adoption date of the existing DCC bylaw.

¹ https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/finance/dcc_best_practice_guide_2005.pdf

At minimum, the City will complete a comprehensive review and advance a *major amendment* every five years for Council consideration. The five year interval will be based on the adoption date of the DCC bylaw with the last major amendment.